

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER I –
District Parole Officer

SALARY GROUP: B14

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 03/23/2015

POSITION #: 051047

I. JOB SUMMARY

Performs entry-level parole administration work. Work involves providing supervision to offenders; conducting parole investigations; and obtaining information for and preparing parole administration documentation. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Visits offender residences, jails, correctional facilities, courthouses, social services, and other agencies to obtain offender information; interviews, counsels, and trains offenders concerning reintegration skills to include life and cognitive skills and ABE/GED training; and evaluates offender adjustment and recommends revisions to parole supervision plans.
 - B. Coordinates with facilities, agencies, and community organizations to prepare and facilitate implementation of an informed plan of supervision.
 - C. Compiles information, prepares social and developmental histories, documents offender supervision activities, and maintains required records; prepares evaluations, recommendations, and other related reports to include data-entry, retrieval, and data searches; and provides technical assistance.
 - D. Conducts activities to monitor offender compliance with the conditions of supervision to include alcohol and drug testing.
 - E. Responds to inquiries from offenders and the public in person, telephonically, and in writing.
 - F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Case work or case processing experience in the criminal justice or social services field preferred.
3. Computer operations experience preferred.
4. Must possess a valid state driver's license.

Must maintain valid license(s) for continued employment in position.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes regarding pardons and paroles.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.

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7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in public address.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill to review technical data and prepare technical reports.
14. Skill to plan work in order to meet established guidelines.
15. Skill in the electronic transmission of communications.
16. Skill to interview and counsel offenders.
17. Skill to evaluate offender adjustment and identify special problems.
18. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, operate motor equipment, and use firearms.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, using chemicals for urinalysis, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, urinalysis equipment, firearms, telephone, and automobile.